



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Staff Services Analyst / Associate Governmental Program Analyst
TENURE:	Limited Term – 21 months
TIME BASE:	Full Time
SALARY:	\$2724- \$4300 Staff Services Analyst \$4255- \$5172 Associate Gov. Program Analyst

POSITION:

Under the general direction of the Chief, Management Services Section, provide assistance to the Director on varied and complex analytical and technical governmental functions and organization of the State Treasurer's Office. Specific duties include:

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Serves as the State Treasurer's Office Training Officer which involves making policy recommendations regarding training; determines and coordinates the specific training need of the department and its employees; monitors and notifies staff of available training, develops and monitors the department's training budget; researches appropriate training classes and makes recommendations on needed courses; develops and implements training programs when necessary; and represents department at conferences and meetings.
- Analyzes and evaluates programs in the State Treasurer's Office to ensure conformance with administrative policy and goals; develops issue papers, policy and procedural guidelines; makes recommendations for policy formulation and implementation on matters requiring administrative action; interprets policy for all operating divisions; and assists in the implementation of all new programs and procedures.
- Reviews and monitors proposed legislation to determine the need and impact on the Administrative Division; analyzes and completes special projects as assigned; prepares administrative reports and detailed correspondence; acts as the Departmental Coordinator for all changes to the State Administrative Manual; administration of general statewide programs for STO and Authorities such as Board of Control claims, Merit Award Board, Wellness Coordinator and Mentoring Coordinator; acts as the FPPC Filing Officer/Official for the Treasurer's Office and the Financing Authorities; and maintains cooperative working relationships with other departments and individuals.
- Researches and secures information to respond to incoming phone calls or correspondence to the Division. Develops and maintains sufficient understanding of material and issues to be able to personally respond to phone and walk-in inquiries regarding Administration Division matters. Independently researches issues that surface, often under tight time constraints. Composes correspondence for the Director's, Chief Deputy Treasurer's and Treasurer's signature.

DESIRABLE QUALIFICATIONS:

- A understanding and working knowledge of the State personnel and examination process.
- The ability to think clearly, act quickly and use good judgment.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Excellent analytical, written and verbal communication skills.
- Ability to speak publicly to large groups on various programs and policies.
- Knowledge of Microsoft Word, Access and Excel.
- Ability to gain and maintain cooperative working relationships at all levels.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst / Associate Governmental Program Analyst or are interested in a lateral transfer may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e. list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200-5393-001" next to the classification on your application/resume, i.e., Services Analyst / Associate Gov Pgrm Analyst (820-200-5393-001).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.